

Special Event Guidelines for Use of City Facilities

- All special events must make application and receive a permit from Murray City.
- All special events involving large numbers of people are required to comply with Salt Lake Valley Health Department (SLVHD) regulations.
- Any event using a State road (State Street, 5300 South, 4500 South, 900 East) must obtain a permit from UDOT.
- If you use City or State roads you must provide an approved traffic control plan. The traffic control plan must include a detour. The traveling public expects routes to be open and free of delay. Therefore, detours must be clearly marked and as direct as possible to minimize inconvenience to through traffic.
- No road closure is allowed for any period of time longer than 15 minutes. However, with an approved traffic plan, this time may be extended by permit to cover the event duration.
- Murray City Police Officers must manage all road closures during entire closure period. The number of officers needed for traffic control shall be determined by the City. Based on the application, the City will estimate additional costs incurred by the City as a result of the event, including public safety, garbage, park maintenance and clean-up before and after the event. The sponsor or organizer of the event shall pay to the City the estimated costs prior to the City issuing a special event permit.
- There must be adequate off-street parking to accommodate the special event. If the special event generates more vehicles than available parking, then the event may be denied.
- Pavement and/or paint markings to control spectators or to direct participants are not allowed unless the material used is approved by the City.
- For parades, material or objects are prohibited from being thrown from a moving vehicle unless approved by the City.
- Smoking is prohibited in City parks.
- Noises above 70 decibels is prohibited.
- The following are prohibited in park areas without prior approval:
 - Alcoholic beverages (unless properly licensed for light beer),
 - Fireworks and fires,
 - Camping or lodging,
 - Conducting business or sale of merchandise,
 - Amplified sound,
 - The set up of automobiles, blow-up toys, dunking booths or other structures.
- A \$1,000,000 liability insurance policy, naming Murray City Corporation as additional insured, must be submitted prior to the event. Such insurance shall protect the City from all claims for damages to property and bodily injury in connection with the event, and comply with such other specified insurance coverage(s) and limits of liability.
- If the additional costs incurred by the City exceeds the estimated amount, the sponsor or organizer of the event shall reimburse to the City for the cost difference within 30 calendar days after being notified by the City of the actual costs incurred.

- If the special event will occur on property owned by Salt Lake County or other government entities, no permit shall be granted by the City for the event until the event sponsor or organizer obtains a permit from the other governmental entity or proof that no permit is required. A permit issued by the other governmental entity conditioned on the City approving a special event permit satisfies the requirement. A permit issued by another governmental entity shall not be an approval by the City.
- Political or public issue events shall be exempt from the provisions. Sponsors or organizers planning such an event shall complete an application when a political or public issue event is planned so the City will be aware of the time, place, and scope of the event and the name or names of persons in charge.
- The City may deny or revoke a special event permit whenever it finds:
 - The applicant person or entity has previously violated the provisions of a special event permit or has submitted materially false or incomplete information on any special event permit application; or
 - The special event would unreasonably interfere with the movement or service capability of police vehicles, fire fighting equipment or ambulance service; or
 - The special event would interfere with access or use of City property; or
 - The special event would unreasonably interfere with the historic recreational use and the adopted recreational use policies for a neighborhood park; or
 - The special event would unreasonably interfere with another special event for which a permit has been issued; or
 - The special event would create an undue burden on the personnel resources of the City; or
 - The special event would have an unduly adverse impact on the environment or public health and safety.